



MITT ROMNEY
GOVERNOR

KERRY HEALEY
LT. GOVERNOR

ROBERT C. HAAS
SECRETARY

The Commonwealth of Massachusetts
Executive Office of Public Safety
Department of Fire Services
P.O. Box 1025 ~ State Road

Stow, Massachusetts 01775
(978) 567~3100 Fax: (978) 567~3121



STEPHEN D. COAN
STATE FIRE MARSHAL

THOMAS P. LEONARD
DEPUTY STATE FIRE MARSHAL

Please Post

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Afternoon and Night Time Cleaner

Job Information:

Official Title:	Afternoon and Night Time Cleaner
Functional Title:	Janitor
Position Type:	Non-management
Full-time/Part-Time:	Contract
Salary Range:	\$ 14:00/hr – 15.90/hr.
Shift:	12:00p.m. – 10:00 p.m. Monday thru Friday (Be available every other weekend)
Number of Vacancies:	1
Confidential:	No
City/Town Location:	Stow
Facility Location:	Stow
Region:	Central
Application Deadline:	April 18, 2006

Duties:

Summary:

The selected candidate will be the afternoon and evening cleaner for the Department of Fire Services. Official closing time of the facility is 10:00 p.m. The tours of duty hours are from 12:00 p.m. -10:00 p.m. daily. Selected candidate will also be on a rotating list for major snowfall removal at the agency.

Detailed Duties:

1. Lock the gates and walk the grounds looking for vandalism nightly at 6:00 p.m.
2. Arm the security systems according to approved security plan.
3. Ensure the heat is on in the winter and the air conditioning is on in the summer in all buildings.
4. Wash the cafeteria floor and clean the bathroom for daily use.
5. Re-stock and inventory bathroom supplies each afternoon.
6. Change light bulbs in building one and cafeteria as needed.
7. Maintain bottled water supplies for each division / buildings as needed.
8. Set up and break down classrooms as needed.
9. Accept fuel deliveries and assist in refueling vehicles if needed.
10. In winter months, shovel and salt all walks, decks, sand driveways, drill yard and parking lots as needed with sander.
11. Sweep first floor halls twice a day to pick up sand brought in by students.
12. Wash first floor halls and class room floors nightly.
13. Once a week apply wax as needed.
14. Once a month strip floors in classrooms and halls and apply new wax.
15. Empty all trash containers on first floor and cafeteria each night.
16. Vacuum all areas that have rugs on the first floor once a week.
17. Vacuum stairways each day and wash as needed.
18. All other duties as assigned.

Preferred Qualifications:

- Must be willing to work every other weekend for 10 hours per day to support classes that may run both Saturday and or Sunday.
- Must be able to drive sanding vehicle and have a valid class 2 drivers license.

How to Apply:

Submit Cover Letter, Resume and Application to:

Human Resources

Department of Fire Services

P.O. Box 1025, State Road, Stow, MA 01775

Telephone: (978) 567-3146 Fax# (978) 567-3144

E-mail: Marilyn Nieves@state.ma.us

Please download application from DFS website www.state.ma.us/dfs by clicking on jobs@DFS

Agency web address: <http://www.state.ma.us/dfs>

Affirmative Action Officer: Mr. Thomas Leonard, (978) 567-3112

**An Equal Opportunity / Affirmative Action Employer Woman, minorities,
Veterans and people with disabilities are strongly encouraged to apply.**